

OPENING A GROCERY STORE OR RESTAURANT

Or taking ownership of lease

1 ZONING APPROVAL

The Zoning Officer requires that new owners of grocery stores and restaurants register with the office of Zoning. This includes new lease holders of the business.

New owners may obtain an application from the office of Zoning.

2 BUSINESS PRIVILEGE LICENSE

A Business Privilege License must be acquired from the Office of Tax Administration.

3 INSPECTIONS

Before a Health permit may be issued, some or all of the following inspections may be necessary.

BUILDING AND FIRE INSPECTION - A building inspection will be necessary if:

- The establishment has never been previously used as a restaurant or grocery store.
- The establishment has been closed during the previous six months or more.
- A building permit must be secured for all work

PLUMBING INSPECTION - A plumbing inspection will be required:

- For all restaurants and delis at locations that have never been previously used as a restaurant or deli.
- If the restaurant or deli has been closed during the previous six months or more.
- All plumbing work must be performed by a plumber licensed by the City of Reading

When building, fire and plumbing inspections are deemed necessary, all code requirements must have been completed before a health inspection is scheduled.

HEALTH INSPECTION – In all cases an inspection by the Health Officer or his delegate will be necessary before a health permit is issued.

- An application for a Health Permit may be obtained in the Codes Office.
- Before a health inspection is scheduled the applicant must present a copy of the zoning approval and receipt of payment of the Business Privilege License.
- All code requirements must be met before opening.

CITY OFFICES

- *ZONING - Rm 3-03 Telephone 610-655-6343*
- *TAX ADMINISTRATION – Rm 1-27 Telephone 610-655-6335*
- *BUILDING – Rm 3-12 Telephone 610-655-6122*
- *FIRE – Rm 1-41 Telephone 610-655-6041*
- *PLUMBING– Rm 3-12 Telephone 610-655-6312*
- *HEALTH – Rm 1-30 Telephone 610-655-6214*